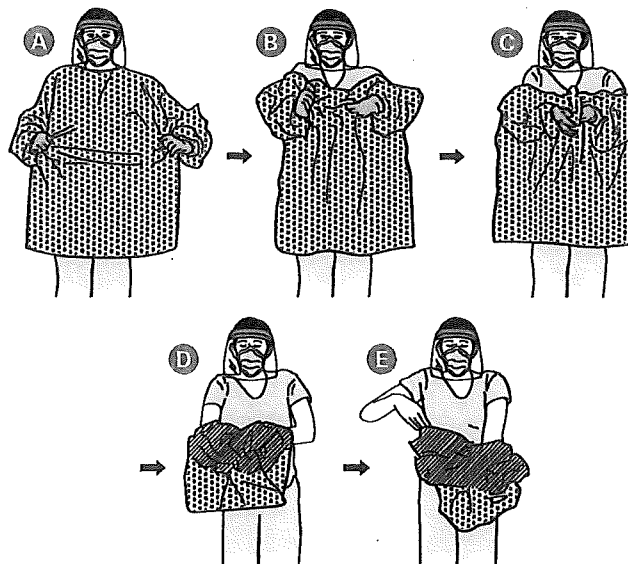


## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



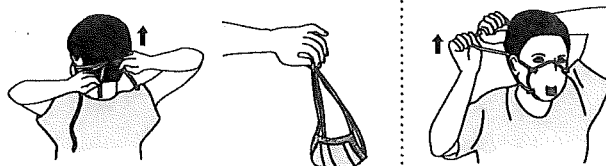
### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

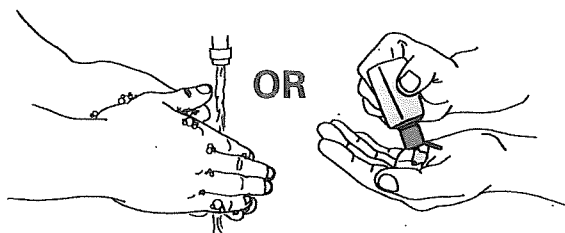


### 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS  
BECOME CONTAMINATED AND IMMEDIATELY AFTER  
REMOVING ALL PPE**

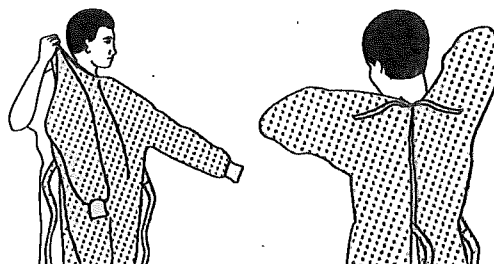


## SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



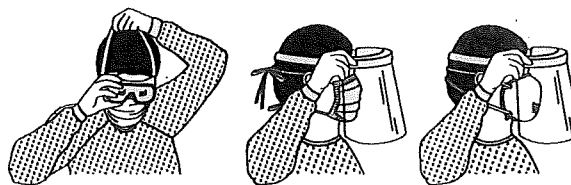
### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



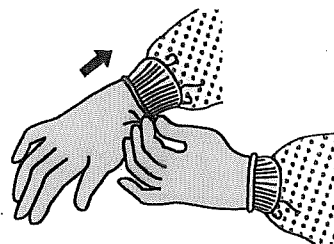
### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



### 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



March 16, 2020

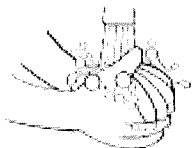







## Respiratory Infection Isolation Room Precautions

**PRECAUCIONES de sala de aislamiento de infección respiratoria**

TO PREVENT THE SPREAD OF INFECTION,  
**ANYONE ENTERING THIS ROOM SHOULD USE:**

*Para prevenir el esparcimiento de infecciones,  
todas las personas que entren a esta habitación tienen que:*

	<b>HAND HYGIENE</b> <i>Hygiene De Las Manos</i>
	<b>Face Mask or N-95 Respirator</b> <i>Mascara Facial o Respirador N95</i>
	<b>Gloves</b> <i>Guantes</i>
	<b>GOWN</b> <i>Bata</i>
	<b>Eye Protection</b> <i>Protección para los ojos</i>
	<p>Ensure that the door to this room remains closed <u>at all times</u>.</p> <p><i>Asegurese de mantener la puerta de esta habitación cerrada <u>todo el tiempo</u>.</i></p>

## Quarantine Room Precautions

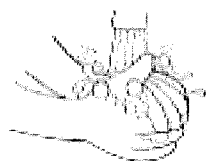
### *PRECAUCIONES de Sala de Cuarentena*

TO PREVENT THE SPREAD OF INFECTION,

**ANYONE ENTERING THIS ROOM SHOULD USE:**

*Para prevenir el esparcimiento de infecciones,*

*todas las personas que entren a esta habitación tienen que:*



### **HAND HYGIENE**

*Hygiene De Las Manos*



### **Face Mask**

*Mascara facial*



### **Eye Protection**

*Protección para los ojos si contacto cercano*



### **Gloves**

*Guantes*

**NOTICE**

KEEP THIS  
DOOR CLOSED

Ensure that the door to this room  
remains closed at all times.

*Asegurese de mantener la puerta de esta  
habitación cerrada todo el tiempo.*

## Effective April 6, 2020

### 1<sup>st</sup> SHIFT RESIDENTIAL SPLIT SCHEDULE

9:00 AM – 10:00 AM:	Breakfast 1
10:00 AM – 11:00 AM:	Breakfast 2
11:00 AM – 1:00 PM:	Movie (Split Group using both lounges) Phone calls
1:00 PM – 1:45 PM:	Lunch/Rec 1
2:00 PM – 2:45 PM:	Lunch/Rec 2
2:45 PM:	Room Time for all Residents

### 2<sup>nd</sup> SHIFT RESIDENTIAL SPLIT SCHEDULE

3:45 PM – 4:15 PM:	Rec 1
4:15 PM – 4:45 PM:	Rec 2
4:45 PM – 5:00 PM:	Prep for Showers
5:00 PM – 6:00 PM:	Showers
6:00 PM – 6:30 PM:	Dinner 1
6:30 PM – 7:00 PM:	Dinner 2
7:00 PM – 8:00 PM:	Room Time
8:00 PM – 9:30 PM:	Split Group Free Time/Phone calls
9:30 PM:	Bed Time for All Residents

## **Effective September 8, 2020**

### **1<sup>st</sup> Shift Residential Split Schedule (School)**

8:00 AM - 8:30 AM	Breakfast Group 1
8:30 AM - 9:00 AM	Breakfast Group 2
9:00 AM - 10:30 AM	School Group 1
	Quiet Reading Group 2
10:30 AM – 10:45AM	Break for all/Classroom Cleaning
10:45AM – 12:00PM	School Group 2
	Quiet Reading Group 1
12:00 PM – 12:30 PM	Lunch Group 1/ Classroom Cleaning
	Rec Room Group 2
12:30 PM – 1:00 PM	Lunch Group 2/ Classroom Cleaning
	Rec Room Group 1
1:00 PM – 1:45 PM	School Group 1
	Quiet Reading Group 2
1:45 PM – 2:30 PM	School Group 2
	Quiet Reading 1
2:30 PM – 3:00 PM	Room time/Snack in Room



# Pertaining to Question #2 of the COVID-19 Screening Questionnaire

If you have visited any of the following states within the last 14 days, you are NOT permitted to enter the building

- Alabama
- Alaska
- Arizona
- Arkansas
- Colorado
- Connecticut
- **Delaware**
- Florida
- Georgia
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- **Maryland**
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- **New Jersey**
- New Mexico
- North Carolina
- North Dakota
- Oklahoma
- **Ohio**
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- **Virginia**
- **West Virginia**
- Wisconsin
- Wyoming

The CDC released guidelines strongly advising people to avoid out of state travel for the Thanksgiving holiday.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays/thanksgiving.html>

Pennsylvania announced several new rules related to COVID-19 including new requirements for travel.

If you must travel, Erie County government will be following the state requirements for all employees.

**Effective Friday November 20, 2020:**

**“Individuals traveling into and returning to the Commonwealth of Pennsylvania from ANY other State or Commonwealth or an international location, must produce evidence of a negative SARS-CoV2 (COVID-19) test collected within 72 hours prior to entering the Commonwealth, OR quarantine for 14 days upon entering, unless they qualify for one of the exemptions” (exemptions listed below).**

Please see below link to assist in clarifying any questions you may have.

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

The following are the exemptions to the new travel requirement:

- (1) Employees who are coming from another state to work in PA
- (2) Employees who are coming from another state for medical reasons
- (3) Employees who are traveling under official military orders
- (4) Employees who are traveling for mandatory work-related reasons (i.e. extraditions, etc.)

Any employee returning to PA from vacation in another state must provide proof of a negative COVID test result prior to returning to the workplace or be required to quarantine for 14 days upon return. Proof of a negative test result must be provided to your supervisor before you are eligible to return to work otherwise the 14-day quarantine will be enforced.

For your reference, please see below links for a list of local testing sites.

<https://eriecountypa.gov/wp-content/uploads/2020/09/Testing-Site-9.15.2020.pdf>

[https://eriecountypa.gov/wp-content/uploads/2020/10/Community\\_Center\\_Testing\\_Sites.pdf](https://eriecountypa.gov/wp-content/uploads/2020/10/Community_Center_Testing_Sites.pdf)

In accordance with state requirements, employees are required to wear masks at all times on County property **inside and outside**. If you are in your office/cubicle alone, you may remove your mask but it must be back on if anyone enters your office/cubicle or you are moving outside of your office/cubicle.

If you are exhibiting any symptoms of COVID-19, please stay home and do not come to work.

If you have any questions, please contact [humanresources@eriecountypa.gov](mailto:humanresources@eriecountypa.gov).

We appreciate all of your efforts to ensure the safety of all County employees and the public we serve.

**Amanda M. Iadeluca | MBA, PHR**

*Human Resources Manager*

Office of Human Resources





All Staff,

Please be advised that on, \_\_\_\_\_, ELT Administration was informed that an ELT staff member tested positive for COVID-19. This individual has been in isolation since first suspecting related symptoms.

Unless you are personally contacted by our Admin team, the individual, or the Health Department, **there is no reason to suspect you've been exposed.** This serves as notice as you may have potentially worked with the individual—even those notified will only be considered a close contact if within 6 feet for more than 15 minutes.

Since the onset of the pandemic, the County has adopted safety and cleaning protocols to offset potential positive cases including regular cleaning with virus killing solutions, hand sanitizing stations, separation of workstations, and universal masking. The safety of staff and patrons is a priority, and we will continue to follow all health guidance.

Please let this experience serve as a reminder to maintain our simple but effective safety protocols—wear a mask, stay 6 feet away from anyone you don't live with, wash your hands frequently and regularly clean surfaces. Each day before your shift, perform a self-assessment to determine if you're experiencing any of these related new-to-you symptoms (and stay home if you are):

- Fever or chills
- Cough
- Shortness of breath/ difficulty breathing
- Fatigue
- Muscle or Body Aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Thank you to everyone for your understanding and continued commitment to providing a safe workplace. Contact your supervisor with any questions or concerns.

# Emergency Food

Expire Date	Item
March 2021	Fruit Snacks
May 2021	Flavored Water
June 2021	Chef Boyardee
July 2021	Apple Sauce
August 2021	Canned Chicken
September 2021	Water
January 2022	Cereal
April 2022	Frozen Veggies
August 2022	Canned Fruit

# COVID-19

## DPW

3/12/2020	Memo regarding Emergency Rations
3/16/2020	No visitation Court Order
3/17/2020	Cancellation of Staff Meeting
3/18/2020	COVID-19 screenings for staff COVID-19 screenings for residents
3/19/2020	Signage for temperature taking before entering Policy regarding New Intake Procedure Policy COVID-19
3/20/2020	Policy regarding Quarantine Protocol Policy COVID-19 Policy regarding ELT Building Entry Protocol COVID-19 Memo to staff cancelling upcoming trainings
3/23/2020	Email to staff cancelling upcoming Safety Committee Meeting Signage for Quarantine Procedure
3/24/2020	Visual Communication Policy – Secure Detention Email to Bonnie Studor regarding policies
4/2/2020	Letter to Lana Rees regarding COVID-19
4/6/2020	Schedule – split schedule
4/15/2020	Daily Temperature Checks for Residents
4/30/2020	PPE Staff Training
5/4/2020	Updated COVID-19 screenings for staff Updated COVID-19 screenings for residents
5/27/2020	Updated COVID-19 screenings for staff Updated COVID-19 screenings for residents
6/9/2020	Visitation Court Order
7/1/2020	Mask covering signage
7/10/2020	PPE signage HCSIS Report
7/16/2020	Covid signage

# Memo

To: All ELT Staff  
From: ELT Administration  
Date: March 19, 2020  
Re: **NEW INTAKE PROCEDURE POLICY (Response to COVID 19)**

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This memo is to inform all ELT Staff that ELT Administration has updated a new policy and procedure that is needed to take with new intakes coming into the ELT Detention Center in response to COVID-19.

If you have any questions or concerns, please contact ELT Administration.

GTB/ddr

**EDMUND L. THOMAS ADOLESCENT CENTER****NEW INTAKE PROCEDURE POLICY (Response to COVID 19)**

**Effective Date: March 19, 2020**

**POLICY**

This alteration of the ELT Detention Intake Procedure is in response to COVID19. This intake procedure is effective immediately. Other components of the previously ELT Intake Procedure will remain applicable to the intake procedure. Any need for clarification should be sought from ELT Administration or Team Leader.

**PROCEDURE**

- 1) Once an intake has been authorized, ELT Staff will monitor the outside cameras to see when the authorized intake arrives on property with the delivery authority.
- 2) Upon the intake's arrival on property, two (2) ELT Staff will bring the ELT mechanical restraints, the delivery authority form that requires signature from the delivery authority, a thermometer, and a face mask for each staff and face mask for the intake. ELT Staff must wear protective gloves to escort the Detention intake into the building.
- 3) ELT Staff will apply the ELT mechanical restraints while the intake has the delivery authority mechanical restraints attached. ELT Staff **MUST** make sure that the ELT handcuffs have the key hole facing the **OPPOSITE** direction of the handcuffs that are already applied.

\*If the keyholes to both sets of handcuffs face the same direction, it will be problematic to remove the handcuffs.

- 4) ELT Staff will take the temperature of the intake prior to escorting the intake into the building. If the temperature is **HIGHER** than 100.4 degrees then ELT Staff will place a mask on the potentially infectious intake. ELT Staff will also apply their face masks prior to escorting the intake into the building. ELT Staff will then follow the ELT Quarantine Protocol.

\*If the temperature is **LOWER** than 100.4 degrees, then the intake can enter the Detention building directly to the intake room and begin the routine intake procedure.

- 5) ELT Staff will direct the intake to immediately use hand sanitizer after removal of the handcuffs. ELT Staff will complete the COVID 19 Screening Questionnaire. Any "YES" answers to the COVID 19 screening questions will initiate ELT Quarantine Protocol and ELT Medical Staff will be notified immediately for an assessment of the intake.

# Memo

To: All ELT Staff  
From: ELT Administration  
Date: March 19, 2020  
Re: **SECURE DETENTION QUARANTINE PROTOCOL POLICY  
(Response to COVID 19)**

---

This memo is to inform all ELT Staff that ELT Administration has created a new policy and procedure that is needed if a resident is to be quarantined at the ELT Detention Center in response to COVID-19.

If you have any questions or concerns, please contact ELT Administration.

GTB/ddr



**EDMUND L. THOMAS ADOLESCENT CENTER****ELT SECURE DETENTION QUARANTINE PROTOCOL POLICY****Revised: March 20, 2020****POLICY**

ELT has developed a Quarantine Protocol to implement into ELT Secure Detention programming operations to provide the best care for all the children and staff in the Detention program. This protocol must be strictly adhered to in order to maximize all efforts to ensure the safety needs for residents and staff in the ELT Secure Detention program. The purpose of quarantine is to assure that incarcerated individuals, who are known to have been exposed to the virus, are kept separate from other incarcerated individuals to assess whether they develop viral infection symptoms.

**PROCEDURE**

- 1) Once an ELT resident is identified to exhibit viral infection symptoms by ELT Staff or ELT Medical Staff that requires quarantine protocol, the ELT Quarantine Protocol must be implemented immediately. ELT Juvenile Counselors must contact the Erie County Health Department (814-451-6700) FIRST, then the ELT Medical Staff then the ELT Program Director, The resident's probation officer, and the child's parent/guardian.
- 2) ELT Staff will apply Personal Protective Equipment (PPE) to themselves and direct the ELT potential infected resident to apply PPE.
- 3) ELT Staff will escort the potential infected resident utilizing social distancing practice to Rooms 20, 19, or 13. If these rooms are occupied then ELT Staff will utilize Rooms 14, 15, 16, 17, 18. A sign will be placed above the room that indicates quarantine room in use. Once the ELT potential infected resident enters the assigned quarantine rooms, the ELT infected resident will be assigned to utilize the girls' shower room only for daily hygiene routine. Quarantine rooms must be secured for safety reasons.
- 4) ELT Staff will utilize PPE when interacting with the ELT potential infected resident upon engagement while utilizing safe social distancing. This engagement may occur with the potential infected resident with medication administration, meals, and hygiene use.
- 5) ELT quarantined resident will be restricted from being transferred, having visits, or mixing with the residential population.
- 6) At least daily, inmates in quarantine will be screened for symptoms including subjective fever. The duration of quarantine for COVID-19 is the 14-day incubation period.
- 7) All meal utensils, plates and cups for ELT quarantined resident will be disposable and immediately discarded after each use by the ELT quarantined resident.

**EDMUND L. THOMAS ADOLESCENT CENTER**

- 8) All ELT Staff and ELT quarantined resident engagement must be cautionary and constant throughout the use of Quarantine Protocol. The doors of ELT quarantine rooms must be sanitized BEFORE and AFTER opening and closing of the quarantine doors. PPE MUST be utilized BEFORE and AFTER monitoring of hygiene use, medication administration, and meal exchanges.

\*If any ELT Staff assigned to engage with ELT quarantine resident requires clarification or has questions, they must seek guidance from the Team Leader or ELT Administration PRIOR to any action initiated.

**EDMUND L. THOMAS ADOLESCENT CENTER****ELT BUILDING ENTRY PROTOCOL****(In Response to COVID-19)****Effective: 3/20/2020****POLICY**

This policy is implemented as a preventative measure to avoid the spread of COVID-19 into both Detention and Shelter programs at the Edmund L. Thomas Center. This policy **MUST** be strictly adhered to and enforced for ALL individuals seeking entry into both buildings.

**PROCEDURE**

Any person seeking entry into either building **MUST** allow a body temperature check and answer the COVID-19 screening questions before entering the building. Any person who displays a temperature 100.4 or higher and/or answers "Yes" to any questions on the screening form will be denied entry into the building. No Exceptions. This will be enforced for all residents returning to the programs as well as new intakes. This applies to ELT Staff, Erie County personnel, ELT Medical Staff, Contracted vendors, etc.

Once the temperature is read to be at a safe level (below 100.4) and the screening questions all answered "No", the individual will be granted entry into the building. ELT Staff will sign the bottom of the ELT Screening form for verification responsibility.

Upon completion of the ELT Screening form, ELT Staff will submit the form to Mrs. Hernandez or Mrs. DiPaolo-Romeo. Any questions at any point of this protocol requires ELT Staff to consult with Team Leader or ELT Administration immediately. This policy **MUST** be enforced. No person is an exception to this policy.

**EDMUND L. THOMAS ADOLESCENT CENTER****Dependent Shelter****Intake Policy for COVID-19 Response**

Effective: March 20, 2020

**Policy**

This alteration of the ELT Shelter Intake Policy/Procedure is in response to COVID-19. This intake policy/procedure is effective immediately. Other components of the previously established ELT intake procedure will remain applicable to the intake process. Any need for clarification must be sought from the ELT Administration or Team Leader.

**Procedure**

- 1.) Once an intake has been authorized, ELT Staff will monitor the outside cameras to see when the authorized intake arrives on property with the delivering authority.
- 2.) Prior to the intakes arrival on the property, one (1) ELT Staff will ensure a new intake packet, a thermometer, and face masks for both staff and youth. ELT Staff must wear protective search gloves to escort the Shelter intake into the building after a temperature check has been conducted on all individuals seeking entry into the building.
- 3.) ELT staff will take the temperature of the intake and complete the COVID-19 screening questionnaire prior to escorting the intake into the building. Any "Yes" answers to the COVID-19 screening questions will initiate ELT Quarantine Protocol and ELT Medical Staff will be notified immediately for an assessment of the intake.
  - If the temperature is 100.3 degree or lower, will be directed to enter the Shelter building directly to the temporary intake room (conference Room #1) and begin the routine intake procedure.
  - If the temperature is 100.4 degree or higher, ELT staff will then direct the youth to apply a mask and implement the quarantine protocol.

ELT staff will apply their face mask prior to escorting the intake into the building. ELT staff will then follow the ELT Quarantine Protocol finishing the remainder of the intake in the designated quarantined room.

- 4.) ELT staff must utilize conference room 1 (temporary intake room) after non ELT personnel have been screened prior to entering the ELT Shelter building. Those non ELT personnel showing symptoms may not enter the building.
- 5.) ELT staff must keep non symptomatic intake resident(s) in the temporary intake room for at least 20 minutes and continue to observe for COVID-19 symptoms (i.e. excessive coughing, trouble breathing/short-ness of breath, fever like symptoms. (100.4 degree or higher)).
- 6.) All ELT staff must strictly follow universal precautions (i.e. 6 feet distance from person(s), wash hands before and after contact and frequently, wash/sanitize all hard surfaces frequently, wear personal protective equipment).
- 7.) ELT Staff will utilize the established intake procedure in conjunction with this COVID-19 response to intakes

**EDMUND L. THOMAS ADOLESCENT CENTER****COVID-19: RESIDENTS MUST WEAR MASKS IN PROGRAMS****Effective Date: 09/2/2020****POLICY**

ELT is committed to being proactive with preventative measures to ensure the safety of the residents and staff at the Center. The ELT Medical Department has determined that ELT residents in both programs must wear masks while in the program to enhance safety precautions as it relates to COVID-19. This policy must be strictly enforced until directed otherwise by the ELT Medical Department.

**PROCEDURE**

ELT Staff must direct all residents in both programs to wear their masks while in the program. Residents may remove their masks during meals or when participating in physical activity. All residents must wear masks when leaving the building to attend medical appointments, Court hearings, or visitation (Shelter residents only). Residents must wear masks in school. Residents must have their masks on before transitioning from one area to another area in both programs.

Residents **MUST** remove masks before entering their assigned rooms for room time for any reason

Residents' masks will be stored in brown bags and rotated daily. Detention residents will store their masks in the personal bins located in the Detention Intake room. Shelter residents will store their masks in their personal bins located in the Shelter Staff Office.

ELT Administration must be notified when additional masks are needed.

This policy must be strictly enforced to enhance safety protocol as it relates to COVID-19.

**EDMUND L. THOMAS ADOLESCENT CENTER****SAVING AND REUSE OF N95 MASKS AND FACE SHIELDS****Revised Date: 07/30/2020****POLICY**

It is ELT Policy to sanitize, store, and reuse face shields and N95 masks at the ELT Center. This directive was given by the ELT Medical Department to conserve the supply of these items at the Center. Face shields and N95 masks CANNOT be discarded or thrown away. The procedure for this policy must be strictly followed. Any questions or need for clarification, please contact with the ELT Medical Department.

**PROCEDURE**

1. N95- If an N95 mask must be utilized (used only when a staff is present during a procedure on a confirmed or suspected COVID-19 case that may generate respiratory aerosols or staff that has direct contact with (including transport) or offering medical care to confirmed or suspected COVID-19 cases) must be placed in a brown paper bag and label the brown bag with staff name and the date of use. The mask must remain in the brown paper bag for 72 hours before using again.
2. After use of the face shield, it must be wiped down with a disinfect spray or Clorox wipe and placed into a brown paper bag labeled with staff name and date of use. The face shield must remain in the brown paper bags for 72 hours.
3. These brown paper bags will remain open and in the designated areas listed below until next use.

Detention- Full time staff will use their personal lockers. Per Diem staff working in detention will place bags in designated bin located in the detention conference room.

Shelter- Fulltime and Per Diem staff will place bags in the designated paper trays located in the 3<sup>rd</sup> shelter conference room.

Please contact ELT medical staff with any questions.



**EDMUND L. THOMAS ADOLESCENT CENTER****HAND HYGIENE POLICY****Effective: 7/30/2020****POLICY**

The purpose of this policy is to ensure that staff is aware of proper hand hygiene. Hand hygiene is a general term that applies to either handwashing, antiseptic hand wash, or alcohol-based hand rub.

**DEFINITIONS****Hand hygiene**

- Performing handwashing, antiseptic hand wash, alcohol-based hand rub, and surgical hand hygiene/antisepsis.

**Handwashing**

- Washing hands with plain soap and water for 20 seconds, rinse, and use a clean towel to dry.

**Antiseptic hand wash**

- Washing hands with water and soap or other detergents containing an antiseptic agent.

**Alcohol-based hand rub**

- Rubbing hands with an alcohol-containing preparation. Put enough product on hands to cover all surfaces. Rub hands until they feel dry. This should take about 20 seconds. Do not rinse or wipe off hand sanitizer.

**INDICATIONS FOR HAND HYGIENE**

- When hands are visibly dirty, contaminated, or soiled, wash with non-antimicrobial or antimicrobial soap and water. Wash hands, fingers, and wrist for 20 seconds. Dry with a clean paper towel, then turn off the faucet using the paper towel to not contaminate clean hands.
- If hands are not visibly soiled, use and alcohol-based hand rub for routinely decontaminating hands.

**EDMUND L. THOMAS ADOLESCENT CENTER****RESPIRATORY HYGIENE/COUGH ETIQUETTE****Effective: 7/30/2020****POLICY**

The purpose of this policy is to ensure that staff is aware of proper measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection/and or current cough.

- ALWAYS COVER YOUR COUGH- tips below to prevent the spread of germs through coughing.
- Cover your mouth and nose with a tissue when coughing or sneezing. Dispose immediately in nearest trash receptacle.
- When no tissue is immediately available cough into your inner elbow.
- Perform hand Hygiene (e.g., hand washing with non- antimicrobial soap and water, alcohol based hand rub, or antiseptic hand wash) after having contact with respiratory secretions and contaminated objects/materials.
- During periods of increased respiratory illness in the community and or facility. Offer any/and all residents, staff or visitors a mask that are coughing.
- Provide conveniently located dispensers of alcohol-based hand rub. Ensure that supplies for handwashing (soap, Disposable towels) are consistently available in areas with a sink.

**EDMUND L. THOMAS ADOLESCENT CENTER****CLEANING AND DISINFECTING STRATEGIES FOR  
ENVIRONMENTAL SURFACES****Effective: 7/30/2020****POLICY**

- Select EPA-registered disinfectant, if available, and use them in accordance with manufacturer's instructions.
- Keep housekeeping surfaces (e.g., floors, walls, and tabletops) visibly clean on a regular basis and clean up spills promptly.
- Detergent and water are adequate for cleaning surfaces in non-resident areas (e.g., Administrative offices).
- Do not use alcohol to disinfect large environmental surfaces.
- Clean and disinfect high touch surfaces (e.g., doorknobs, bedrails, light switches, and surfaces in and around toilets in resident areas) on a more frequent schedule than minimal touch housekeeping surfaces.
- Use barrier protective coverings as appropriate for non- critical equipment surfaces that are touched frequently, likely to become contaminated, difficult to clean (computer keyboards etc) when needed.
- Clean walls, blinds, and window curtains in resident areas when they are visibly dusty or soiled.
- Change the mop head at the beginning of the day and also as required by facility policy, or after cleaning up any bodily substances.
- Clean mops and cloths after use and allow to dry before reuse; or single use, disposable mop heads and cloths.

## **EDMUND L. THOMAS ADOLESCENT CENTER**

### **COVID-19: RESIDENTS MUST WEAR MASKS IN PROGRAMS**

**Effective Date: 09/2/2020**

#### **POLICY**

ELT is committed to being proactive with preventative measures to ensure the safety of the residents and staff at the Center. The ELT Medical Department has determined that ELT residents in both programs must wear masks while in the program to enhance safety precautions as it relates to COVID-19. This policy must be strictly enforced until directed otherwise by the ELT Medical Department.

#### **PROCEDURE**

ELT Staff must direct all residents in both programs to wear their masks while in the program. Residents may remove their masks during meals or when participating in physical activity. All residents must wear masks when leaving the building to attend medical appointments, Court hearings, or visitation (Shelter residents only). Residents must wear masks in school. Residents must have their masks on before transitioning from one area to another area in both programs.

Residents **MUST** remove masks before entering their assigned rooms for room time for any reason

Residents' masks will be stored in brown bags and rotated daily. Detention residents will store their masks in the personal bins located in the Detention Intake room. Shelter residents will store their masks in their personal bins located in the Shelter Staff Office.

ELT Administration must be notified when additional masks are needed.

This policy must be strictly enforced to enhance safety protocol as it relates to COVID-19.

# Memo

**To:** All ELT Staff  
**From:** ELT Administration  
**Date:** 11/4/2020  
**Re:** Visitor restriction with ELT residents due to COVID-19

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This memo is to inform all ELT Staff that all visitation with residents and their families will be suspended due to the increasing number of Covid cases. This applies to both programs at the Center. This is a preventative measure to protect the staff and residents at the Center. All professional visitors must have Administrative approval. This measure will remain implemented until further notice.

If you have any questions, please feel free to discuss with an ELT Administrator.

GTB/ddr

<b>TITLE</b>	<b>DOCUMENT ID #</b>
<b>COVID-19 Protocols: Identifying, Documenting, Reporting and Providing Internal Contact Tracing for DHS staff.</b>	<b>001-SD-2020</b>
<b>SECTION</b>	<b>DATE</b>
<b>Staff Safety</b>	<b>11/25/2020</b>
<b>CONTACT PERSON</b>	<b>REVISED DATE</b>
<b>Administrator of Operations</b>	<b>n/a</b>

### **PURPOSE**

The purpose of this policy is to help prevent and mitigate COVID-19 within DHS.

### **Protocols**

#### **Reporting Procedures:**

Effective immediately, DHS staff who are directly exposed to and/or are symptomatic for COVID-19 **MUST** report this via the Erie County COVID-19 Notification Form (fillable form attached). This form must be completed for:

- DHS employee that experiences symptoms while at the office. (In this situation the employee must remove themselves from other employees and leave the building immediately).
- DHS employees who become symptomatic while off-shift or out of the office.
- DHS employees exposed to confirmed COVID-19 positive cases.



### **Mitigation Procedures:**

- If an employee becomes symptomatic while at work, the employee **must** remove themselves from other employees and immediately leave the building. The employee must then contact their supervisor and complete the Erie County COVID-19 Notification Form.
- The employee's work area will be placed off-limits for 24 hours and thoroughly disinfected afterward. Cleaning will be facilitated, documented and tracked by DHS security ([ddavies@eriecountypa.gov](mailto:ddavies@eriecountypa.gov)).

### **Contact Tracing Procedures:**

- Contact tracing for DHS staff will be conducted internally (by DHS-HR) for all confirmed positive, symptomatic, and presumed-positive COVID-19 cases. Notification for these situations will be given to all DHS employees via an all-staff email.
- Individual and detailed notifications will be completed for any DHS staff deemed to have had 'close contact' with a confirmed (or presumed positive) DHS staff member.  
*\*\* Such notice will adhere to confidentiality requirements of HIPAA. (Example: "You may have had contact with a co-worker who experienced symptoms associated with Covid-19.") These employees should be advised to self-monitor for possible symptoms.*

### **Additional Considerations:**

- DHS staff who are directed to not report to work (staff who cannot work from home) and those staff subjected to quarantine protocols due to COVID-19 guidelines delineated within this policy, per CDC or local health officials' guidance, and/or those COVID-19 protocols issued through County HR, may be eligible for Families First Coronavirus Response Act (FFCRA) relief, this relief is in relation to earned time-off reimbursements (currently 10 days max).
- In these circumstances, supervisors should advise staff to utilize their available sick time via the county AOD system, and then direct the staff to contact County HR for completing an FFCRA reimbursement request. **\*\*Requests for sick pay reimbursements under the FFCRA should be made directly to Tyler Van Dyke in the Courthouse HR office.**[tvandyke@eriecountypa.gov](mailto:tvandyke@eriecountypa.gov)

### **SUMMARY**

All DHS Employees who are COVID-19 positive, symptomatic, or possibly exposed **MUST** complete the COVID-19 Notification Form. Additionally, any changes to your COVID status must also be documented via this form. This form should be sent as soon as possible to their immediate supervisor, and the DHS Pandemic Safety Officer (Jon Schmitz, [jschmitz@eriecountypa.gov](mailto:jschmitz@eriecountypa.gov)).**\*\* Please use the COVID Notification Form for all COVID notifications. Staff who are quarantined must also follow all CDC and local COVID-19 protocols.**

These protocols may be subject to change based on the emergency needs of each department.

# Memo

**To:** All ELT Staff  
**From:** ELT Administration  
**Date:** 1/18/2021  
**Re:** Updated Covid Screening

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This memo is to inform all ELT staff that the Covid screening questionnaire has been revised to clarify the question pertaining to close contact with a person who tested positive for COVID-19.

Also ELT staff are directed to use the oral thermometer (thermometer that uses probe covers) instead of our current thermometers for all whom enter the buildings. ELT Admin is in the process of purchase more accurate thermometers for both programs.

Both of these matters have been assessed by the ELT Medical team and ELT Administration.

If you have any questions, please discuss with an ELT Administrator.

GTB/ddr

**EDMUND L. THOMAS ADOLESCENT CENTER****COVID PLANNING FOR QUARANTINE PROTOCOL AND STAFFING  
CONTINGENCY PLANNING****Effective Date: 02/02/2021****POLICY**

The ELT Center has updated the facility's response to Covid as they relate to quarantine protocol and staffing contingency measures that may be due to exposure to positive individual and testing positive for Covid by ELT Juvenile Counselors or ELT Detention residents.

The ELT Center (both ELT Shelter and ELT Detention) will continue to quarantine all intakes to their assigned bedrooms upon admittance to both programs at the Center. ELT Staff will comply with the revised quarantine protocol for all new intakes to be quarantined upon arrival to the Center. All ELT Staff, ELT Medical Department and ELT Administration will be responsible for implementing and maintaining quarantine protocol. Both St. Vincent Hospital and Hamot Hospital will be used to transport ELT residents for further medical evaluations if needed. If any resident is medically ordered to receive further medical treatment in response to Covid and has been admitted to the hospital, ELT Staff will monitor all residents from both programs during any length of stay in the hospital. If any ELT resident is admitted to the hospital for any reason, ELT staff will be assigned to monitor and supervise the resident while the resident receives medical care in the hospital. The ELT center will provide staff coverage 24 hours daily if any ELT resident is admitted to the hospital. ELT staff will utilize overtime, mandatory overtime, per diem staff, ELT Administration, and OCY/JPO staff (upon waiver approval) to provide coverage for any ELT resident admitted to a hospital.

ELT Center will utilize staff contingency planning if multiple staff cannot work due to quarantine protocols. ELT Center will seek a waiver from DHS to utilize other staff from other departments (especially Office and Children Youth Staff and Juvenile Probation Department). These staff will only be utilized if these staff have prior residential experience. If there are multiple staff quarantined, then ELT Administration will direct mandatory overtime to be utilized, utilize per diem staff and utilize ELT Administration for coverage.

Our agency has offered vaccinations to ELT Staff (1/22/2021) as well as conduct periodic surveys to poll if any staff has changed their stance on receiving vaccinations. ELT residents under 18 years of age will not be offered vaccination at this time unless directed by ELT Medical Department.

Both ELT Shelter and ELT Detention are required to utilize PPE when any resident is placed in quarantine per policy. Both staff and residents must wear a mask, maintain safe social distancing, and frequently wash hands on a daily basis. All residents must comply. Both Shelter and Detention Programs have a solid supply of PPE in their inventories. Both Programs will comply with quarantine protocols at the Center.

All visitation have been suspended by the Judge as a safety measure to avoid transmitting Covid at the Center. All residents have access to more phone calls daily to family in lieu of the Court Order suspension of visitation. Home visits may occur in the ELT Shelter Program for residents in order to assist with discharge from the ELT Shelter to their respective placements.

**EDMUND L. THOMAS ADOLESCENT CENTER****COVID PLANNING FOR QUARANTINE PROTOCOL AND STAFFING  
CONTINGENCY PLANNING (Cont.)**

The ELT Center has hired more Juvenile Counselors, per diem staff and another ELT Medical Nurse to ensure the well-being of all the children in both programs. All residents in both programs are medically assessed by the ELT Medical staff daily for symptoms and their temperatures are taken daily at the Center. The ELT Center has purchased three (3) thermometer systems to improve accuracy and maintain safe social distancing (purchased 1/28/2021).

Virtual visitation has been utilized frequently in the Shelter Program. This feature cannot be used in Detention due to poor connectivity signals needed to conduct virtual visitation. There has been an increase in phone contact with Detention residents due to the facility's inability to conduct virtual visitation. Detention residents' phone calls have been increased from five (5) phone calls weekly to the current fourteen (14) phone calls weekly.

**EDMUND L. THOMAS ADOLESCENT CENTER****MEDICATION ADMINISTRATION RECORD POLICY****Effective Date: 05/20/2021****POLICY**

The Medication Administration Record (MAR) is in a binder located on top of the Medication Cart. This binder contains MARs for Residents, Medication Policies, Staff Signature Sheets, MAR examples, and Medication Error Forms. MARs consist of routine medications forms, PRN medication forms and Controlled Substance forms. These forms will be separated by color as follows:

1. Routine medications will be documented on a **White Medication Record**. All medications in pill form must have the total number of the medication documented below the time once received on the MAR and continuously documented under your initial throughout the current month.
2. PRN medications will be documented on a **Yellow Medication Record**. There are two (2) forms. The PRN MAR and the PRN Medication Documentation Form.
3. Controlled Substance Medications will be documented on a **Blue Medication Record**. There are three (3) forms. Controlled Substance Count Sheet, Controlled Substance Record and Controlled Substance MAR.

All MARs must be documented as above. If this is not completed, a Medication and or Documentation Error Form will be initiated.